I want a California Employer Payroll Tax Account Number

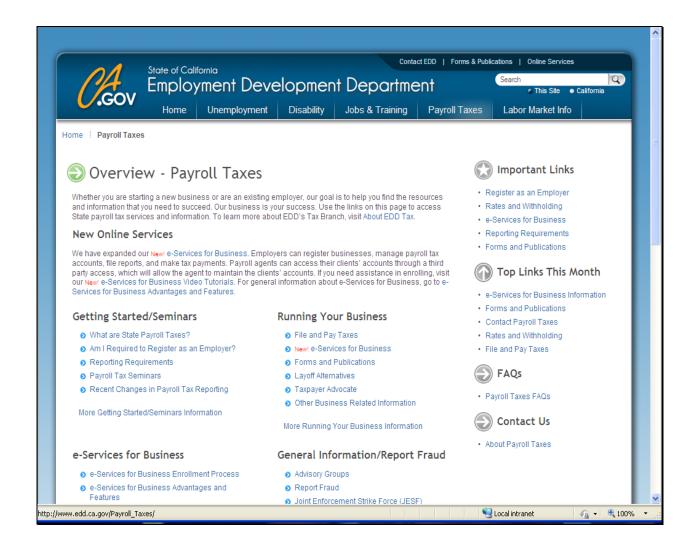
I want a California Employer Payroll Tax Account Number

Slide notes

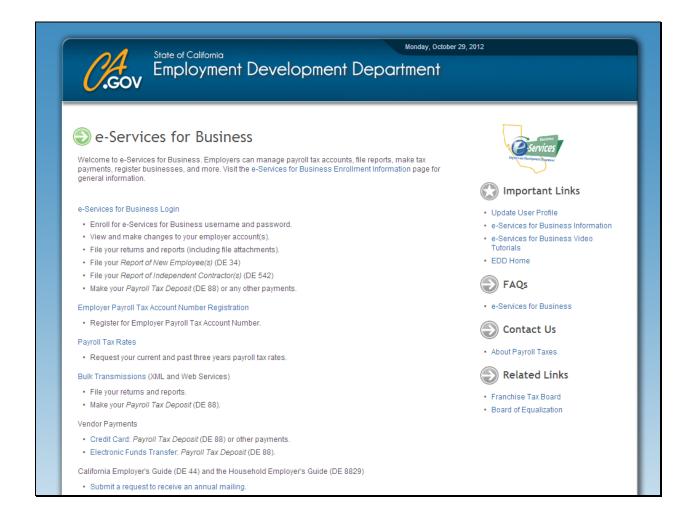
This video is developed and presented by the California Employment Development Department (EDD) and was created to assist you with navigating e-Services for Business. Today's demonstration shows you the steps required to obtain a California Employer Payroll Tax Account Number.



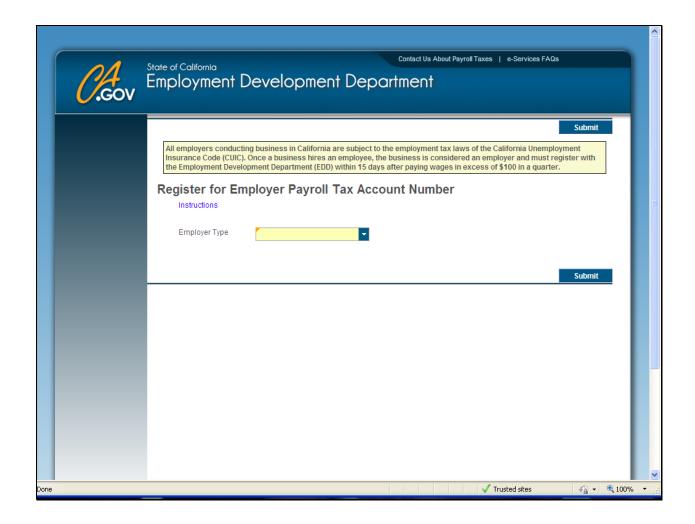
With e-Services for Business, you will have access to account information 24 hours a day, 7 days a week, as well as the ability to file and pay California payroll taxes online. Welcome to the Employment Development Department homepage. Notice all of the tabs across the top. Select the "Payroll Taxes" tab.



Today we are going to enroll for a Payroll Tax Account Number. Please be prepared and have the following information ready: payroll information and contact information about your business. If you are a corporation and you are registered with California's Secretary of State, please have that number ready. Also Federal Tax Identification Number if applicable.



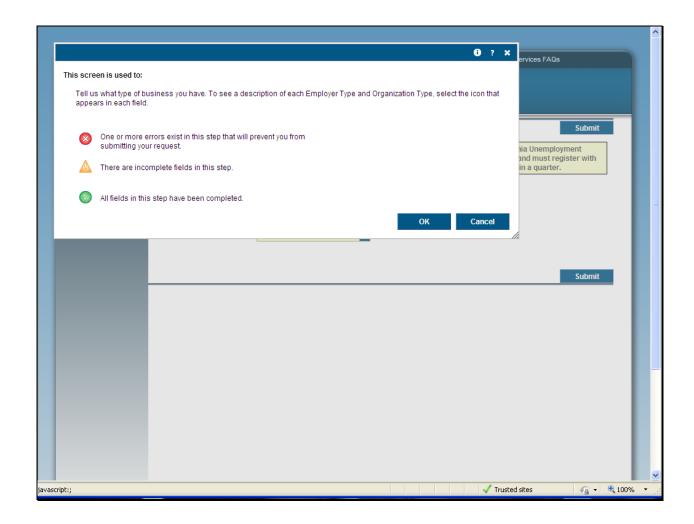
Here on the "Payroll Taxes" tab, there are numerous links. You can access e-Services for Business by selecting one of these links.



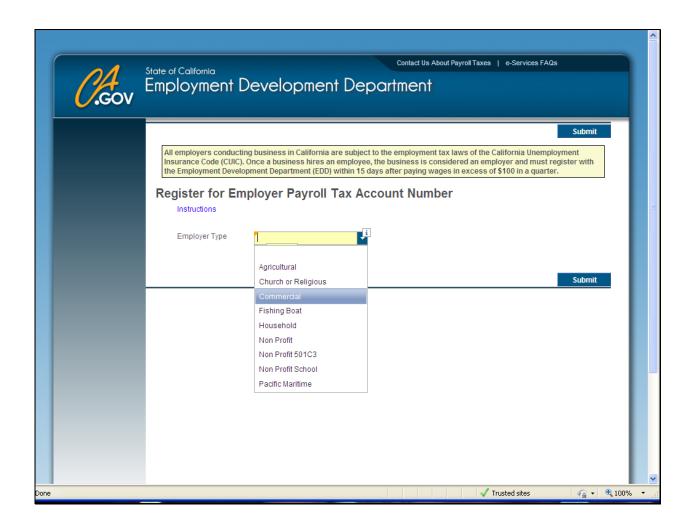
To begin, select the "Employer Payroll Tax Account Number Registration." link.

Please take a moment to read this important message to California employers. Press pause and take time to find out if you are required to report to us.

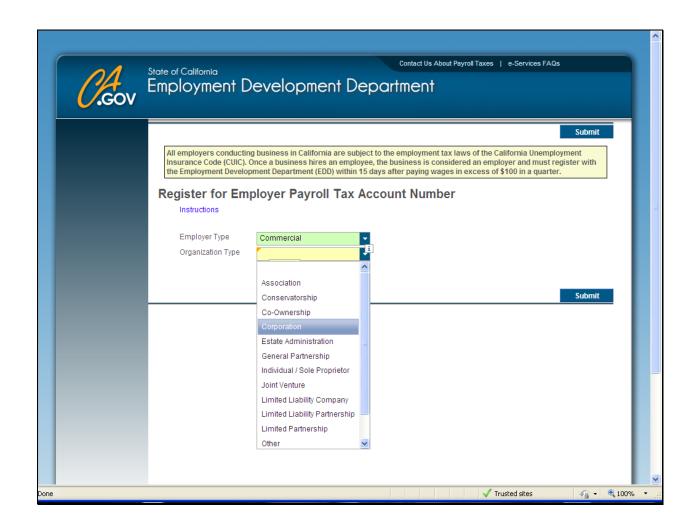
Please note: You cannot use e-Services for Business to register for a Government Services Account. Also, household employers have different wage requirements for reporting. First, let's go and check out the instructions screen.



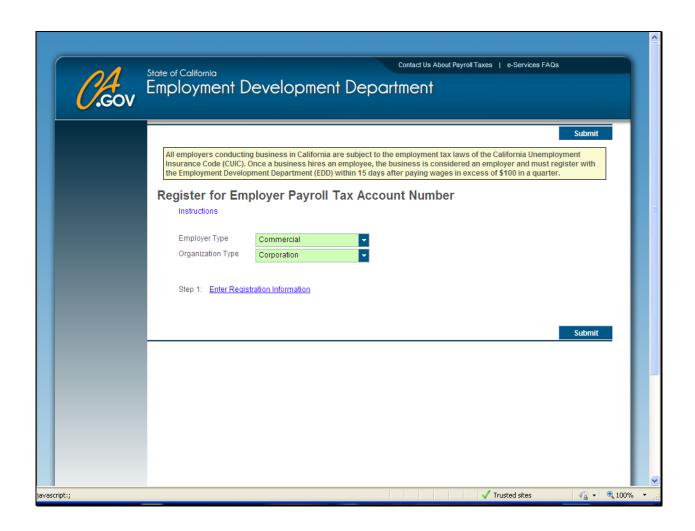
You can use this resource to assist you with navigating through our online system. These icons will let you know if there is an error, and what type of error it is. Each page has a help screen to assist you in knowing what we are asking for. Select "OK" to return to the registration screen.



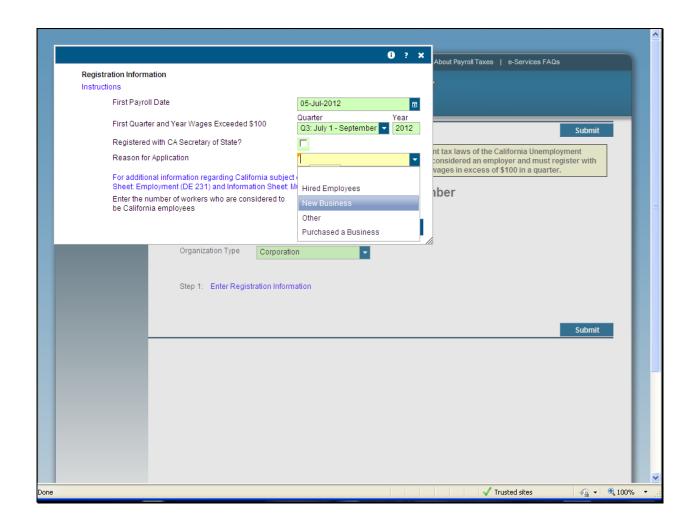
We begin with "Employer Type." In this example, we select "Commercial."



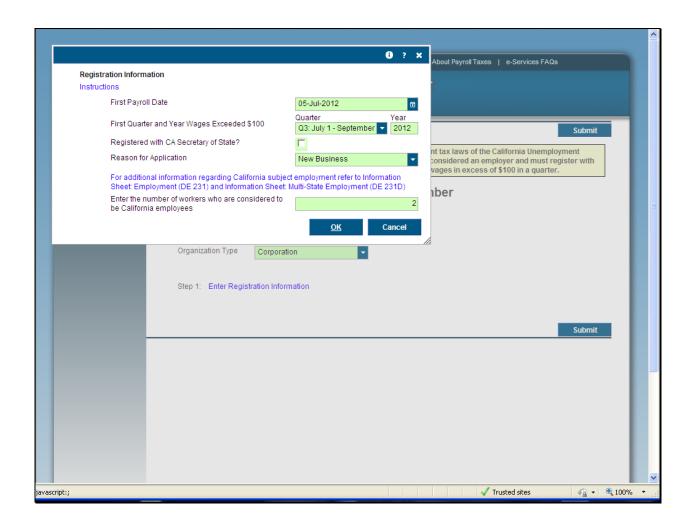
Next is "Organization Type." We will select "Corporation."



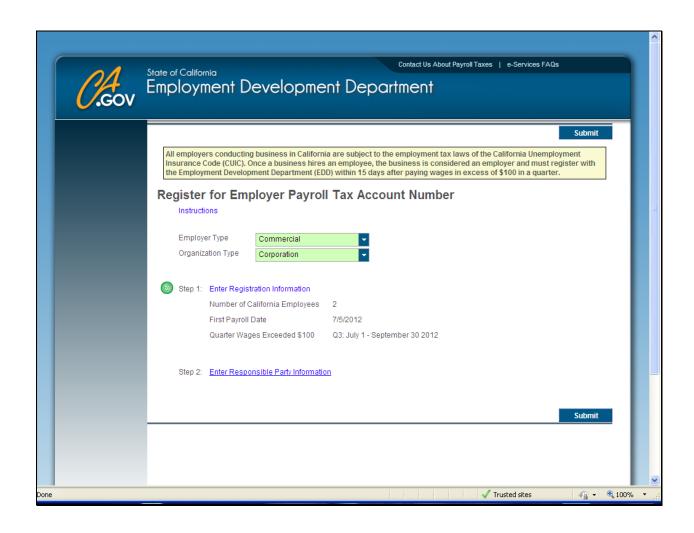
Step 1. Select "Enter Registration Information."



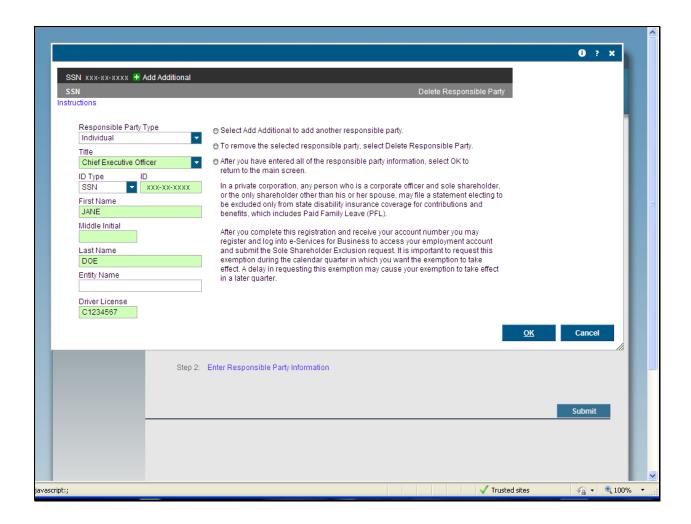
Enter the first payroll date, the correct quarter, and year. If you are registered with the California Secretary of State, check this box. Reason for Application is a drop-down menu, for this example we will select "New Business."



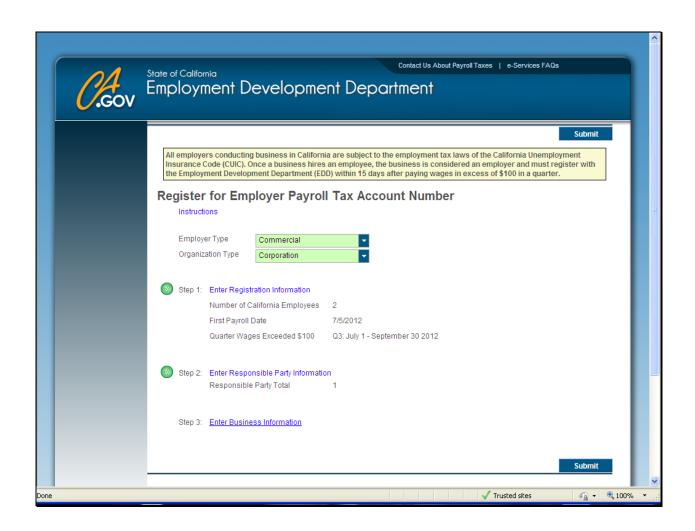
Enter the number of California employees. Refer to this link for information sheet for employers the (DE 231 series). When completed, select "OK" to continue.



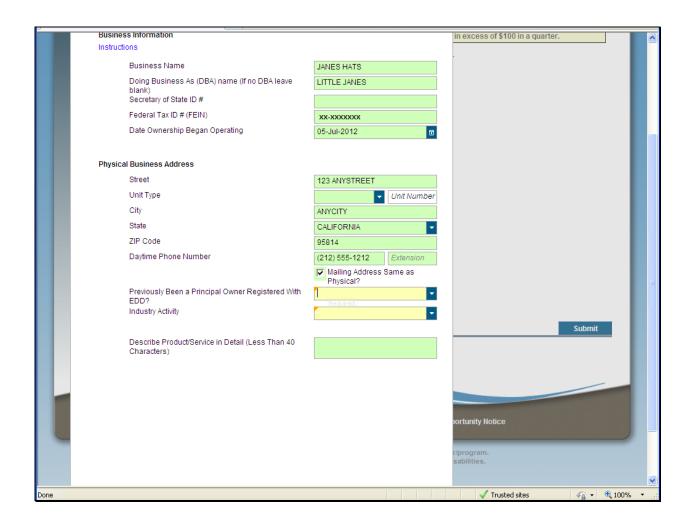
Step 2. Select "Enter Responsible Party Information."



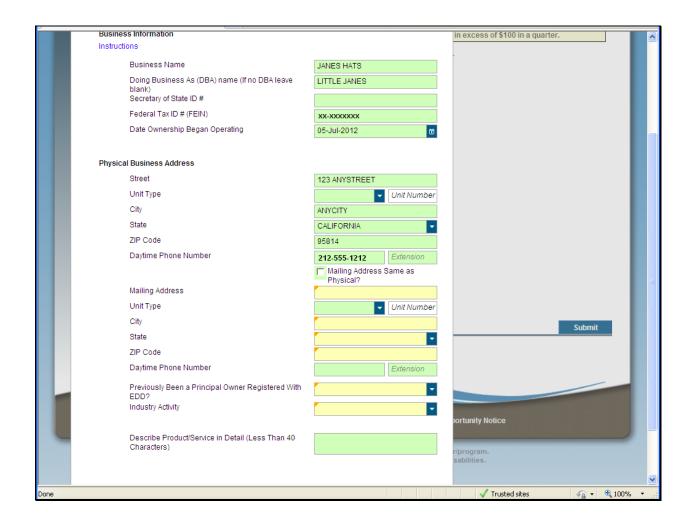
In this example we select the Chief Executive Officer as our responsible party type. Notice the option to add a responsible party and the option to delete a responsible party. Finally, read this message to private corporations. When information is completed, select "OK" to continue.



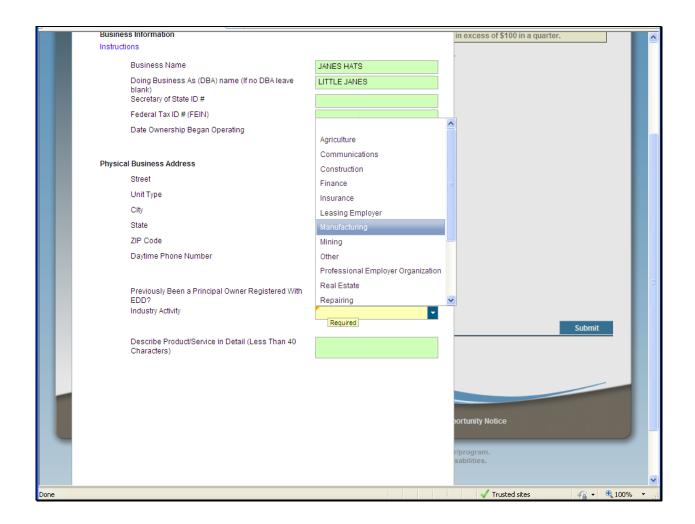
Step 3. Select "Enter Business Information."



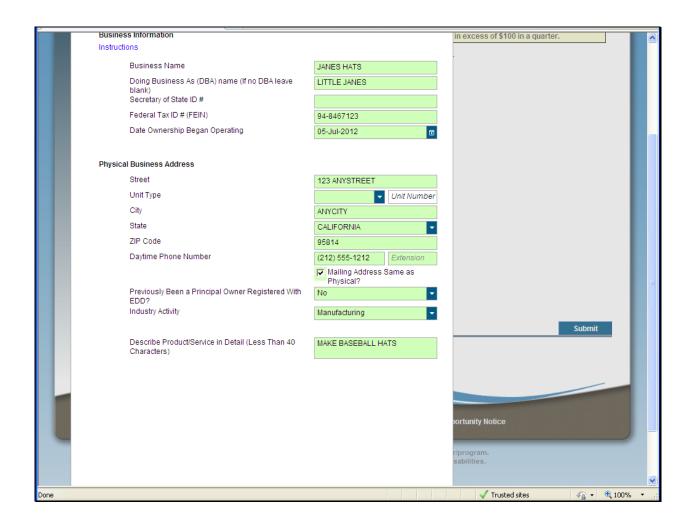
This page is for information about your business. Secretary of State ID Number on this line. You are required to enter the number if you checked the box on the Registration Information page. Federal Tax ID Number here. If the mailing address and the physical address are the same, leave box checked.



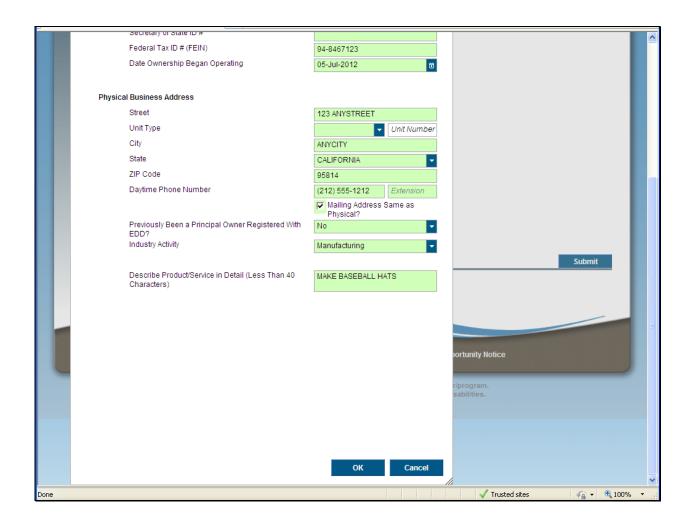
If the mailing address is different, uncheck the box and complete the required address information.



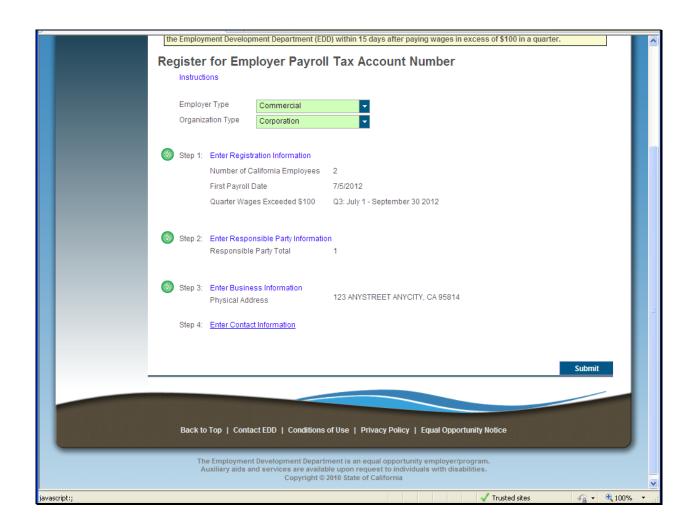
Industry activity is a drop-down menu. These are the choices, select the appropriate option.



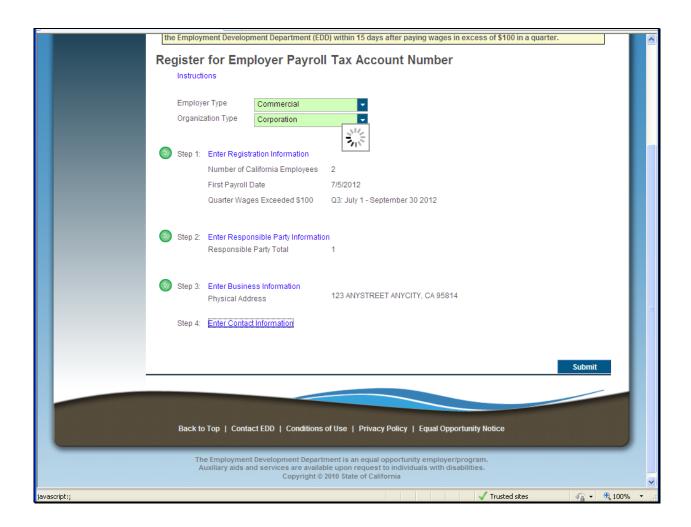
Describe product/service in detail (less than 40 characters).



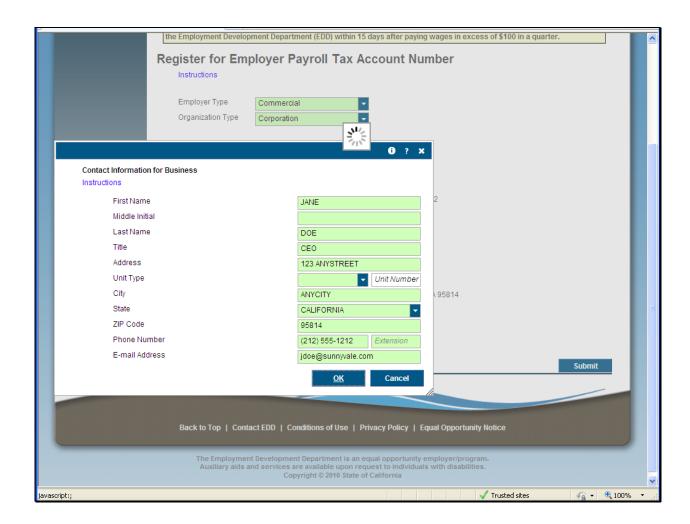
When the information is completed, select "OK" to continue.



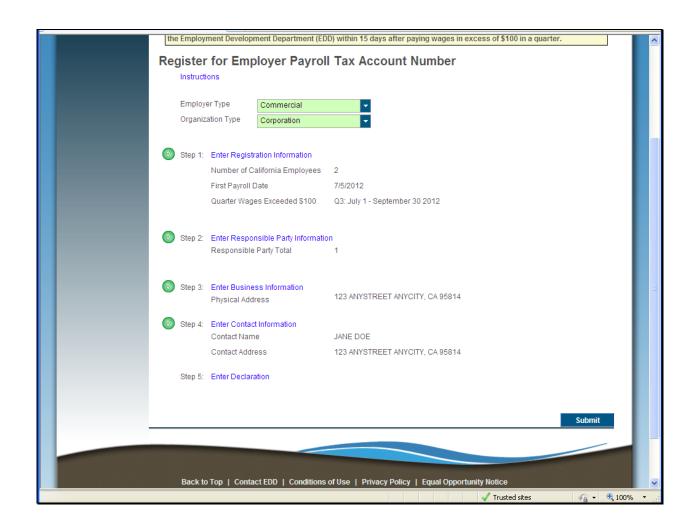
Step 4. Select "Enter Contact Information."



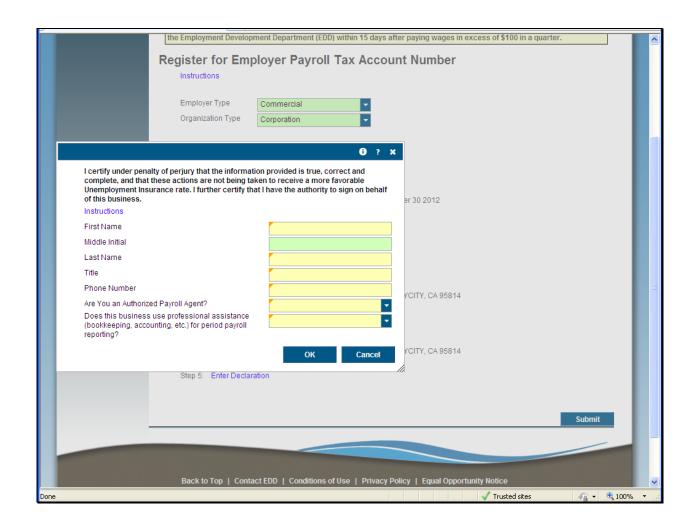
Complete this page with your business contact information.



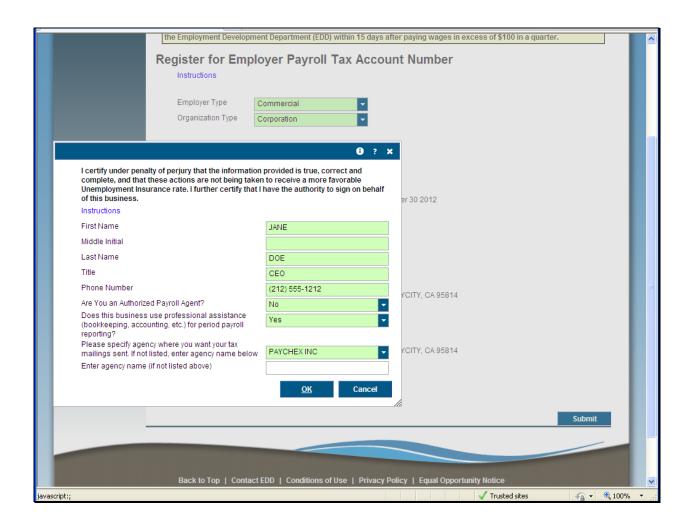
When the information is completed, select "OK" to continue.



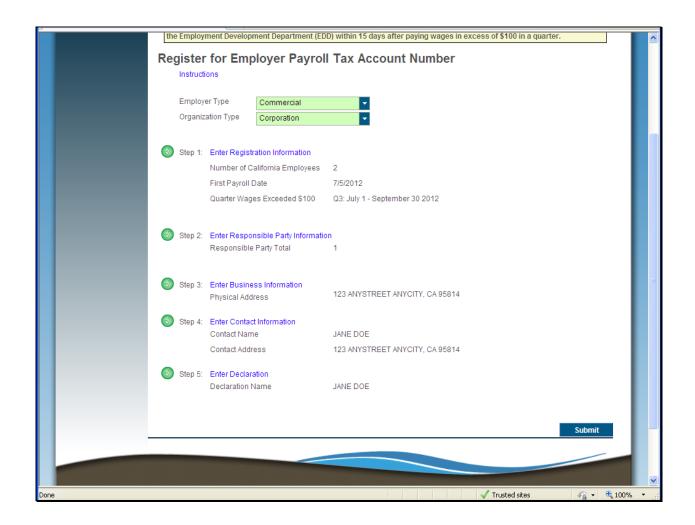
Step 5. Select "Enter Declaration."



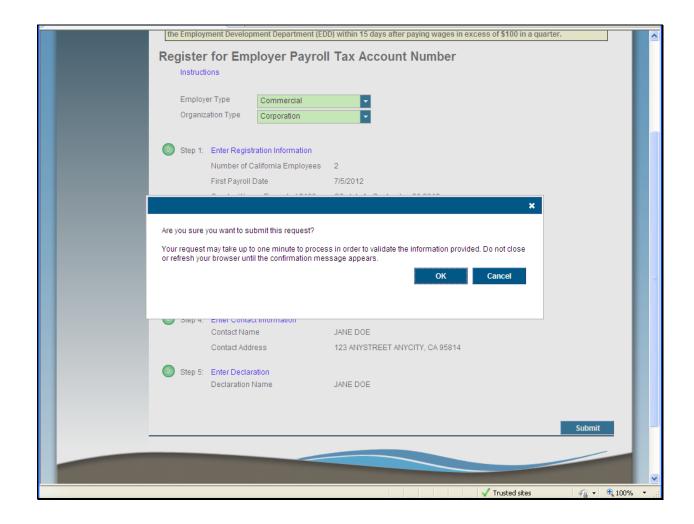
The declaration page is very important. This is where you certify under penalty of perjury that the information provided is true, correct and complete, and that these actions are not being taken to receive a more favorable Unemployment Insurance rate. You further certify that you have the authority to sign on behalf of this business.



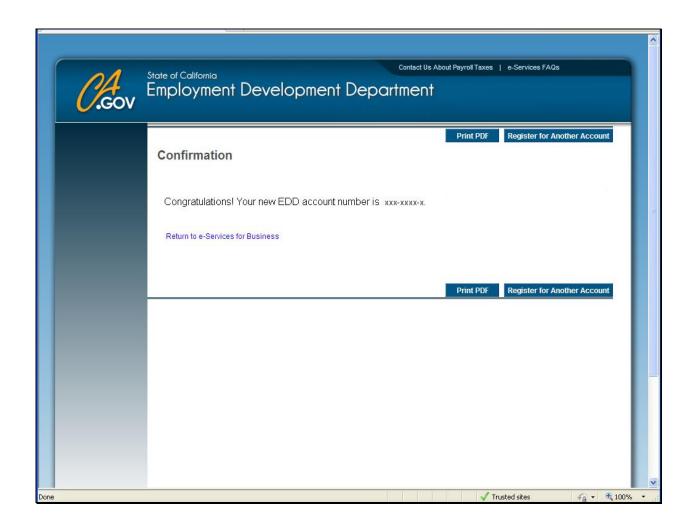
When information is completed, select "OK" to continue.



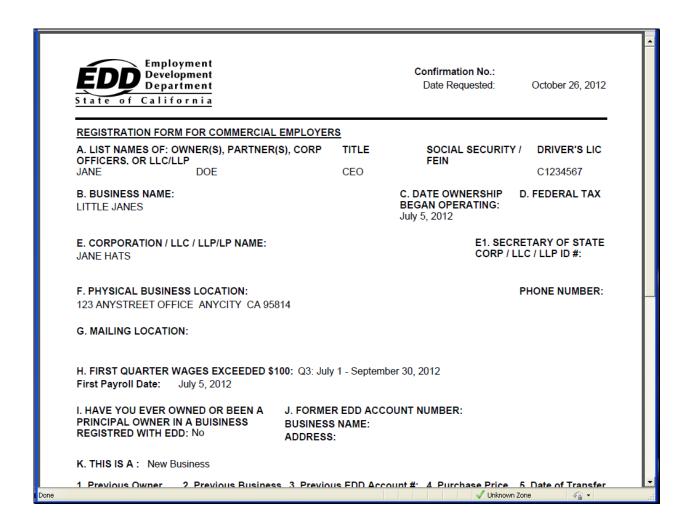
From this screen, you can go back and check your information, by clicking here. For this example, all of the green check marks indicate that we are doing well. Now that all of the questions have been completed, we are ready to select "Submit" and send this request.



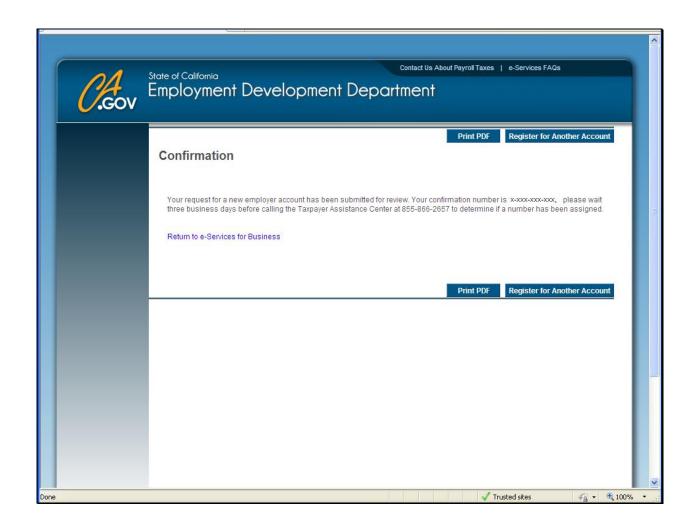
If you are sure you want to submit this request select, "OK." You will then receive an EDD Payroll Tax Account Number or a confirmation number. First, we will look at a successful registration.



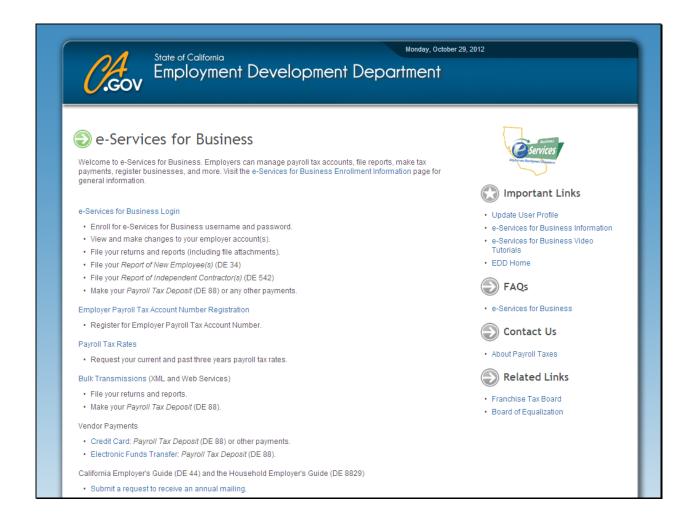
Congratulations! You have successfully registered for an Employer Payroll Tax Account Number. This is the screen you will receive if your registration was successful. From here you can open another employer tax account number or select, "Print PDF."



This is the printable copy of your registration information. Print this for your records and close the window.

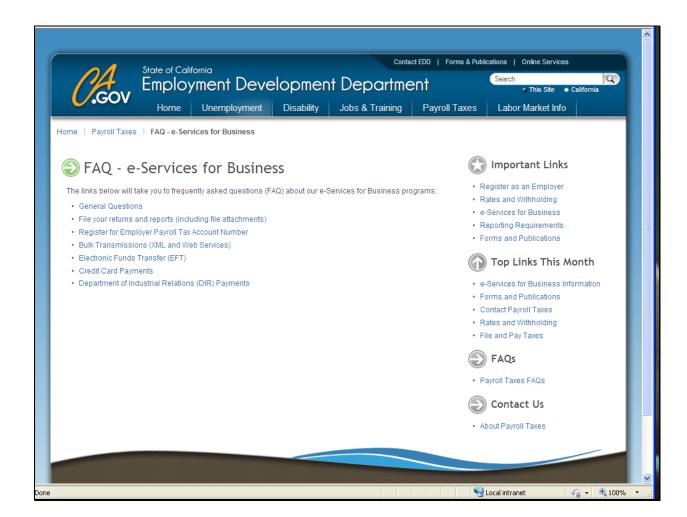


If you received a confirmation number and your registration request requires further research, the screen will look like this. Please wait three business days to allow the EDD to resolve any outstanding issues and contact you regarding your employer account number at the number you provided.



Copy of e-Services for Business

Slide notes: Visit our frequently asked questions page



FAQ

Slide notes: These links will take you to frequently asked questions about our e-Services for Business programs.

I want a California Employer Payroll Tax Account Number

www.edd.ca.gov Taxpayer Assistance Center 1-855-866-2657

Other resources are available at www.edd.ca.gov, or the Taxpayer Assistance Center at (855)866-2657. Thank you for watching this tutorial on how to get a California employer payroll tax account number.

Resources

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